

Request for Quotation

September 3, 2021

The **TOURISM PROMOTIONS BOARD** invites you to submit quotations for the item/s listed below;

Quotation No. TPB-PR.2021.09.334
PR No. 9.003 / Domestic Dept.

Requirements : SERVICES OF AN EVENT MANAGEMENT

Project Title : Philippine Motorcycle Tourism Program Kick-off Activities

Quantity	Particulars	Estimated Unit Price (Php)	Estimated Total Amount (Php)
LOT	<p>I. SCOPE OF WORKS AND DELIVERABLES</p> <p>B. 20 NOVEMBER 2021 – KICK-OFF EVENT AND CALABARZON 2-day ride</p> <p>Event Kick-off Venue: Quirino Grandstand / Rizal Park (Subject to change)</p> <p>Proposed Scenario: 0500H - Assembly 0530H – 0630H Registration /Breakfast (Distribution of Kits) 0730H - National Anthem Invocation PH Moto Turismo program orientation and showing of videos of Philippine Destinations Welcome remarks by DOT/TPB official</p> <p>Philippine Motorcycle Tourism ceremonial kick-off (firing of gun to signal the start of rides)</p>	800,000.00	800,000.00

	<ol style="list-style-type: none"> 1. Provide the Production Team – in charge of plan and execution during the kick-off activity <ol style="list-style-type: none"> a. Host/Emcee b. Live Music c. Music and Visuals during the event Technical Script Sequence Guide d. Professional Cameramen and Camera Set-up e. Monitor set-up with video switcher f. Communication System (Technical Director to Cameramen) g. Simulcast kick-off activity through FB live <ol style="list-style-type: none"> 2. Documentation <ol style="list-style-type: none"> a. Photographers and Videographers b. Photos and videos must be in high resolution c. All footages and photos during the campaign ride should be stored in external drive and submitted to TPB as part of the post-event requirements <ol style="list-style-type: none"> 3. Provide Logistic Requirements <ol style="list-style-type: none"> a. Signages (Safety protocol reminders, etc.) c. Marshalls for the event <p>C. All assigned personnel should follow the health protocol provided by COVID-19 Inter-Agency Task Force for the Management of Emerging Infectious Diseases (IATF) and respective LGUs rules and regulations.</p> <p>D. Meals, required fees, honorarium for the additional personnel and technical team shall be shouldered by the bidders</p> <p>E. Combine 5-10 minute video documentation/presentation for the Webinar, Kick-Off and CALABARZON Tour</p> <p>III. QUALIFICATION OF BIDDER</p> <ol style="list-style-type: none"> A. Bidders must have been in operation as an EMC/event organizer for at least five (5) years. B. Bidder must have at least three (3) years of experience in event management/event 		
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	<p>organizing.</p> <p>C. Bidder must have had at least three (3) projects hosting Hybrid Virtual Events.</p> <p>D. Key personnel involved in the project must have a minimum of three (3) years of relevant experience supported by CVs:</p> <ul style="list-style-type: none"> i. Project Manager ii. Director/Writer iii. Technical Director iv. Technical Support Team <p>*Note: Bidders may recommend additional personnel deemed fit for the team following the scope of work and deliverables.</p> <p>IV. APPROVED BUDGET FOR THE CONTRACT (ABC)</p> <p>The approved Budget for the Contract is Eight Hundred Thousand Pesos Only (Php800,000.00), inclusive of all applicable fees and taxes. The cost of items in the bid should be broken down. The winning bid shall be determined based on the quality of the proposal with the most advantageous financial package cost, provided that the amount of bid does not exceed the above-mentioned approved budget. The deadline for submission of bids should be at a time and place specified in the request for quotation (RFQ).</p> <p>V. TERMS OF PAYMENT</p> <p>Payment will be on send-bill arrangement after the event.</p> <p>Supplier must have a Landbank (LBP) account. Payment will be made through LBP bank deposit. In case the supplier does not have a Landbank account, bank charges will be shouldered by the supplier.</p> <p>VI. PROJECT OFFICERS/CONTACT PERSONS</p> <p>Domestic Promotions Department: 8525-1255 / 8525-9318 loc. 214</p>		
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Terms	30 days upon receipt of invoice		
ABC	Php 800,000.00 inclusive of all applicable taxes		

Please submit your quotation and legal documents not later than **September 10, 2021, 12:00 Noon** thru email at soc_torres@tpb.gov.ph, subject to the Terms and Conditions attached herewith, duly signed by your representative to the Procurement and General Services Division, Administrative Department, 4th Floor, Legaspi Towers 300, Roxas Blvd., Manila.

Please address your quotation to the undersigned.

Thank you very much.

ELOISA A. ROMERO

Head, Procurement and General Services Division

Contact Person

SOCRATES G. TORRES

Contact No

8525-93-18 loc. 266
soc_torres@tpb.gov.ph

Note: All entries must be typewritten in your company letterhead.

Price Validity shall be for a period of thirty (30) calendar days.

Suppliers must submit the following legal documents to be eligible to participate in the bidding:

1. SEC/DTI Registration Certificate
2. Updated Mayor's Permit/License
3. BIR Registration / TIN
4. Company Profile/Reference
5. PhilGEPs Certificate
6. Omnibus Sworn Statement